

STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE

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Update  
Formal Review

**Date Submitted** May 6, 2009

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**SECTION I - Identification**

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**Working Title:**

Assistant Engineering Officer

**Department:**

Transportation

**Job Code Number:**

172915

**Division & Bureau:**

Glendive District

**Job Code Title:**

Engineering Contract Specialist

**Section & Unit:**

Engineering

**Pay Band:**

5

**Work Address:**

503 North River Avenue  
Glendive MT 59330

**Position Number:**

57039

**Phone:** 406-345-8200

☐ FLSA Exempt ☒ FLSA Non-Exempt

☐ Non-Union ☒ MPEA ☐ Blue Collar

**Profile Completed By:**

Jane Bos

**Work Phone:**

406-345-8207

**Work Unit Mission Statement or Functional Description:**

The Highways Division of the Department of Transportation administers the measurement, payment and documentation of contract pay items for the District road and bridge construction projects, the Community Transportation Enhancement Program (CTEP) and Congestion Mitigation/Air Quality (CMAQ) projects. This is to ensure that the quantities are calculated and paid for according to proper procedures by interpreting and implementing the contract documents, standard specifications and plans on the particular project being reviewed.

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**Describe the Job's Overall Purpose:**

This position assists the District Engineering Officer of the Highways Division of the Department of Transportation. The position performs a variety of functions including checking quality and quantity documentation to ensure compliance with the contract and accuracy, making "As-Built" plans utilizing Microstation, processing monthly estimates and change orders and is responsible for the District record retention for construction files. The position trains field office staff in proper project documentation. The position reports to the District Engineering Officer.

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**SECTION II - Major Duties or Responsibilities**

*This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty*

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**% of Time**

- A. Administers Engineering Documentation 70%
1. Prepares and computes Equipment Rental Determination forms for documenting force account work.
  2. Checks and verifies that all field notes and final estimate project documentation is concise, legible, accurate, and in accordance with all state and federal guidelines, procedures, and requirements as set forth in the contract documents.
  3. Final Estimate documentation includes submittal of field notebooks, construction diaries, earthwork, aggregate and topsoil computation sheets, form FHWA-47 (when applicable), mileage comparison (when applicable), final estimate worksheet, scale tickets, material invoices, and a completed set of (as-built) construction plans.
  4. Notifies Engineering Project personnel of documentation measurement of compensation problems and resolve disputes regarding these items.
  5. Works in conjunction with the District Engineering Office, Project Managers, and field office Engineering Technicians to suggest and implement procedures to assure timely submittal of project pay documentation for pre-checking and final checking by the District Engineering Office.
  6. Ensures compliance with Federal Highway Administration requirements for record retention
  7. Performs District training for new Engineering Project office personnel on proper procedures and methods of field note documentation on new projects as needed.
  8. Coordinates, disseminates, and maintains documentation required for retention in the District Engineering File.
  9. Receives, reviews, approves, and transmits (via computer) all monthly progress estimates, semi-final and final estimates to the Helena Construction Bureau for processing and payment to the contractors. Downloads, reviews and transmits paid estimates back to the Project Managers or Office Technicians, in a timely and efficient manner.
  10. Routinely provides prompt, courteous service and explanation of construction plans and engineering data to the public, cities, or counties as required.
  11. Reviews, discusses, edits, and prepares change orders and related documents for submittal (via computer) to the Helena Construction Bureau as requested and in the absence of the District Engineering Officer.
  12. Schedules, prepares notification, attends, and records the minutes of preconstruction conferences in the absence of the District Engineering Officer.
  13. Processes the Certificate of Completion as directed.

14. Prepares as-built plans utilizing CADD.

B. Technical Assistance and Training 25%

1. Provides technical support to District field office personnel using knowledge of computer operating systems.
2. Instructs and trains field personnel in the use of site manager and micro station. Checks and verifies that all field notes and final estimate project documentation is concise, legible, accurate, and in accordance with all state and federal guidelines, procedures, and requirements as set forth in the contract documents.
3. Routinely recommends procedures and alternate methods for compiling and checking project pay documentation to improve the overall efficiency of the District Engineering Officer.

C. All other duties as assigned. 5%

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1. ***The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

***The following mental and physical demands are associated with these essential functions***

- \* Checks and verifies that all field notes and final estimate project documentation is concise, legible, accurate, and in accordance with all state and federal guidelines, procedures, and requirements as set forth in the contract documents.
- \* Final Estimate documentation includes submittal of field notebooks, construction diaries, earthwork, aggregate and topsoil computation sheets, form FHWA-47 (when applicable), mileage comparison (when applicable), final estimate worksheet, scale tickets, material invoices, and a completed set of (as-built) construction plans.
- \* Notifies Engineering Project personnel of documentation measurement of compensation problems and resolve disputes regarding these items.

**PHYSICAL:**

Physical demands require lifting of objects in excess of 40 lbs. occasionally.

**MENTAL:**

This position incurs mental stress due to constantly dealing with so many different variables simultaneously.

2. ***Does this position supervise others?*** ☐ Yes ☒ No

3. ***Attach an Organizational Chart.***

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**SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.**

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**Critical knowledge and skills required for this position:**

**KNOWLEDGE:** This position requires intermediate knowledge of diverse construction practices and civil engineering principles and concepts; federal and state contract requirements; contract administration; claims management with relation to road/bridge construction and reconstruction and all related construction activities; federal funding requirements; materials testing; office management practices and techniques, procedures, rules, and administration; data and records management; computer operating systems, equipment configurations, and software applications; classroom management, testing and measurement, and the theory and practice of modern adult education; statistical analysis tools and techniques.

**SKILLS:** This position requires skill in the use of computers, laptops and numerous software applications including engineering applications and in the use of engineering equipment. The incumbent must possess skill in effective written and verbal communication.

**Behaviors required to perform these duties:**

See MDT Core Behaviors

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable fields of study:**

Bachelors Degree in Civil Engineering or Construction Technology

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years         |
| <input checked="" type="checkbox"/> 1 year            | <input type="checkbox"/> 4 years         |
| <input type="checkbox"/> 2 years                      | <input type="checkbox"/> 5 or more years |

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:**

Associates Degree in an engineering or construction related field and three (3) years directly related work experience.

Equivalent education and experience may be considered.

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**SECTION IV – Other Important Job Information**

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☐ Fingerprint check

☒ Valid driver's license

☐ Background check

☐ Other; Describe

Other information including working conditions such as shifts, lifting requirements, travel or hours.

Most of the work is in an office environment with moderate travel to area offices and job sites for field reviews, audits and meetings.

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

***Employee:***

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Immediate Supervisor:***

Name: Dale Boehning \_\_\_\_\_ Title: Engineering Officer \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***District Construction Engineer***

Name: Clay Blackwell \_\_\_\_\_ Title: District Construction Engineer \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Division/District Administrator:***

Name: Ray E. Mengel \_\_\_\_\_ Title: Glendive District Administrator \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Department Designee:***

Jennifer Jensen/Designee  
Chief Human Resources Officer  
Human Resources Division

Signature: \_\_\_\_\_ Date: \_\_\_\_\_